

## UNITED STATES BANKRUPTCY COURT

### Instructions for Submitting an Application for Unclaimed Dividends

Every application for unclaimed dividends must include a copy of the Trustee's Notice of Unclaimed Dividends. The Trustee's Notice is available from the court or the court copy service.

Any Trustee's Notice of Unclaimed Dividends **filed after January 2005**, is available from the court's electronic docket for a modest fee. Please contact the division where the notice was filed for a copy of the notice. Provide the court with the case number, debtor's name and tell them that you want a copy of the Trustee's Notice of Unclaimed Dividends. All of the bankruptcy court divisional offices have terminals available for public use. You can access a notice filed after January 2005 and have it printed for a modest fee. PACER (Public Access to Court Electronic Records) is also available for access to notices filed after January 2005. Information on PACER is available at the court's website, [www.canb.uscourts.gov](http://www.canb.uscourts.gov). Click on the Case Information tab.

Any Trustee's Notice of Unclaimed Dividends, **filed before January 2005**, is only available in the court's paper files. To get a copy of the notice, submit a written request which includes the case number, name of the creditor and the debtor's name. Be sure to include your name, address and **telephone number** and a stamped self addressed envelope which will be used to send the notice to you. If you are an individual, you must include a \$30.00 **money order or cashier's check**, made payable to the Clerk of the Court. If you are a business or an attorney, a business check will be accepted. Send your request to the address listed at the bottom of these instructions. Please do not submit an application along with the \$30.00 search fee. If you submit an Application for Unclaimed Funds without a copy of the Trustee's Notice, your application will be considered deficient.

To expedite processing of applications for unclaimed funds, please be sure to submit all requested documents and any other documents that support your application for the funds.

#### Individual Creditors

- A completed Order
- A completed and **notarized** Application and Certificate of Service Form
- A Copy of the Trustee's Notice(s) of Unclaimed Dividends
- A photocopy of government issued picture identification
- A completed Statement of Social Security Number

Include legible copies of documentation, that support the creditor receiving mail at the **address indicated in the Trustee's Notice of Unclaimed Dividends**. Documents may include a

copy of the “FILED” stamped proof of claim, correspondence from the court, a copy of the original, uncashed check, a copy of a utility bill, pay stub, signed tax return, or a copy of your driver license or other government issued picture identification.

Include legible copies of documentation, that support the creditor receiving mail at his or her **current address**. Documents may include a copy of the “FILED” stamped proof of claim, correspondence from the court, a copy of the original, an uncashed check, a copy of a utility bill, pay stub, signed tax return, driver license etc.

If your name or address is **misspelled** on the Trustee’s Notice of Unclaimed Dividends, please provide a document that briefly states the misspelling and the correct spelling of your name. End the document with a penalty of perjury statement (*I certify, under the penalty of perjury, under the laws of the United States of America, that the foregoing is true and correct.*) and sign and date the document.

## Creditor Companies

- A completed Order
- A completed and **notarized** Application and Certificate of Service Form
- A Copy of the Trustee’s Notice(s) of Unclaimed Dividends
- A completed Statement of Social Security /Tax ID Number

Include legible copies of documentation, that support the creditor receiving mail at the **address indicated in the Trustee’s Notice of Unclaimed Dividends**. Documents may include a copy of the “FILED” stamped proof of claim, correspondence from the court, a copy of the original uncashed check, a copy of a utility bill, signed tax return, driver license etc. Businesses may includes copies of business licenses, an original business card, invoices etc.

Include legible copies of documentation, that support the creditor receiving mail at their **current address**. Documents may include a copy of the “FILED” stamped proof of claim, correspondence from the court, a copy of an uncashed check, a copy of a utility bill, signed tax return, driver license etc. Businesses may include copies of business licenses, an original business card, invoices etc.

If you are making a claim for a small business, please submit an original business card along with documents that clearly define your role, ie sole owner, partner etc.

If you are in partnership with one or more people, or you are a stockholder, you must submit documents that support your authority to collect on behalf of the creditor.

Subsidiary and affiliate companies, not parent corporations, should make application for unclaimed dividends that rightfully belong to the subsidiary or affiliate. In the case of a merger of two companies, the surviving entity may make application for unclaimed dividends due one of the companies. Proper proof of the merger must be submitted. Press releases alone will not establish your claim.

If you are making application on behalf of a large company and you ARE NOT an officer in the company, you must have signed and notarized document from an officer in the company that gives you authority to collect funds on behalf of the company. The document must include the officer's signature, their printed name, their position in the company and their company address. Also, please include an original business card or a photocopy of employer issued identification, from the person signing the authorization.

You must serve (mail) a copy of the application on the Office of the United States Attorney in San Francisco. The address is on the application.

Your application must contain an original signature and it must be notarized. Submitted photocopies of government issued picture ID and The Statement of Social Security Number WILL NOT appear on the public docket. Mail the application and the supporting documents to the address below.

United States Bankruptcy Court  
Attention: Toni Taylor  
Post Office Box 7341  
San Francisco, CA 94120-7341

If your application is deficient, you will receive a **Notice of Deficiencies in an Application for Unclaimed Dividends**. You will have approximately 30 days to cure the deficiencies. If the information is not timely received by the court, you will receive a **Notice of Failure to Cure Deficiencies in an Application for Unclaimed Dividends**. When this notice is sent, the application will be deemed withdrawn and the court will take no further action. A new application must be submitted to start a new review process.

If you are making application for an unclaimed dividend that is payable to a deceased creditor or claimant, please complete **Standard Form 1055** and include it with the application. **Standard Form 1055** is available in the FORMS section of the website. Be sure to submit documents that clearly demonstrate your authority to act on behalf of the decedent and/or his or her estate. Please include a copy of the death certificate.